# OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY (FINANCIAL MANAGEMENT AND COMPTROLLER) COMPTROLLER PROPONENCY OFFICE



## RESOURCE MANAGEMENT AWARDS PROGRAM
## FY14 ANNOUNCEMENT
## 13 NOVEMBER 2014

## REWARD PEOPLE!

1.  Purpose and Scope.  The Office of the Assistant Secretary of the Army (Financial Management and Comptroller) (OASA (FM&C)) Resource Management Awards Program recognizes and encourages outstanding performance of individuals, teams, and organizations at all command levels.  It complements installation, major command, and field agency recognition programs by focusing attention on excellence and commendable individuals, teams, and organizations that make significant contributions to the improvement of resource management.  All military or civilian employees of the Army are eligible for nomination.

2.  Award Categories.

    a. **Capstone Individual Awards** recognize the "best-of-the-best" from among the winners recommended from all the award categories.  Award nominations are not separately submitted for the following Capstone Individual Awards:

        (1) ASA (FM&C) Civilian Award recognizes a civilian Army employee serving in a leadership capacity who the Assistant Secretary personally cites for outstanding contributions to the field of resource management.

        (2) ASA (FM&C) Military Award recognizes a military member serving in a leadership capacity who the Assistant Secretary personally cites for outstanding contributions to the field of resource management.

        (3) Functional Chief Representative (FCR) Special Award recognizes a civilian Army employee serving in a leadership capacity who the FCR personally cites for outstanding contributions to the Comptroller Civilian Career Program (CP 11).

    b. **Civilian Individual Awards** recognize outstanding Army civilian employees that make significant contributions to the field of resource management in the categories listed below.  The two award levels are: 1- ACOM, ASCC, DRU Headquarters, and 2- Below ACOM, ASCC, DRU Headquarters:

        (1) Accounting and Finance.  Planning/working within the accounting/finance operation and initiating and adapting programs to best serve managements' requirements and the customers' needs.  Formulating, establishing, reviewing, and revising accounting policies and procedures to enhance business operations. Providing financial statements/accounting reports in a timely and efficient manner.  Recommending better ways to do business within accounting and finance.  Assisting the organization to achieve a clean audit report.

        (2) Analysis and Evaluation.  Appling statistical techniques to contemporary programs, analysis policy, strategic guidance, Army programs, special studies, and cost effectiveness analysis.  Improving existing methodologies used to compute statistical data or provide assessments of the impact of changes in policies and procedures that lends to sound management decisions.

(3)  Auditing.  Providing management a competent and independent appraisal of the results of financial operations and other such matters.  Performing audits that result in monetary or intangible benefits for the Army and for the Department of Defense.  Initiating and maintaining liaison with external auditing agencies to work as a team to develop improved audit procedures and customer relations.

(4)  Budgeting.  Formulation, justification, execution, and hands-on preparation of the organization's budget and/or budget related supervisory responsibilities.  Innovative leadership creating a positive change within the organization's financial environment.

(5)  Cost Analysis.  Awarded for using cost analysis to improve mission effectiveness through wise use of limited resources.  Providing viable recommendations to streamline or improve cost estimating techniques.  Providing management with accurate statistical data and analysis on costs for existing and planned programs.  Identifies trends that will require management changes in order to be effective.

(6)  Cost Saving Initiatives.  Recognizes achievements associated with the implementation or improvement of processes.  Awarded for initiatives that produce cost savings for the organization.

(7)  Comptroller/Deputy Comptroller (DRM/DCSRM/ACSRM).  Primary staff member responsible for obtaining, administratively controlling, and accounting for funds needed to secure required resources.  Coordinating efficient and effective utilization of organization resources and identifying innovative ways to improve fiscal management and financial processes.

(8)  Education, Training, and Career Development.  Ability to develop, promote, and execute a realistic and effective program in the development and advancement of the profession of military comptrollership.  Educating, training, and mentoring personnel in the financial management career field.

(9)  Resource Management.  Awards outstanding performance in planning, programming, budgeting, accounting or execution of financial programs (i.e., gains efficiencies in financial processes, improvements in internal control procedures, identifiable decreases in cost). Successfully defends and executes the budget to accomplish the organization's mission.

(10)  Resource Management in an Acquisition Environment (RMAE).  Awarded to financial managers who work in the acquisition environment that effectively improve the processes or systems within their organizations.  Improving the communication and establishing direct relationships between the contracting and financial fields.  Fostering understanding of contracting requirements saving time and reducing costs with financial contracting processes.

c. **Military Individual Awards** recognize outstanding Army military members making significant contributions to the field of resource management in the same

categories and definitions listed above (Civilians).  The two award levels are:  1- ACOM, ASCC, DRU Headquarters, and 2- Below ACOM, ASCC, DRU Headquarters:

**Examples of appropriate efforts for Civilian and Military Individual Awards include:**

      (1)  Reducing problem disbursements,
      (2)  Reducing aged accounts receivable and payable,
      (3)  Improving the quality and timeliness of report content,
      (4)  Prompt recording of commitments and obligations,
      (5)  Reducing paperwork,
      (6)  Improving funds control,
      (7)  Consolidating organizations under tight deadlines,
      (8)  Training to enhance performance,
      (9)  Interfacing with other areas to ensure more efficient processes,
      (10)  Improving accounting policies and procedures,
      (11)  Improving budget formulation and execution, and
      (12)  Reducing repair cycle time.

    d. **Organization, Team, Intern, Educator, and Author Awards** recognize outstanding Army organizations, teams, interns, educators, and authors as follows:

    (1) Outstanding Resource Management Organization Award recognizes an organizational element (office, division, or directorate) of not more than 20 members to include the team leader, which has made the most significant contribution to Army resource management.  The two award levels are:

        1- ACOM, ASCC, DRU Headquarters
        2- Below ACOM, ASCC, DRU Headquarters

**This award is limited to one organization, not multiple organizations.  If an organization award nomination includes more than one organization, the nomination will be disqualified.**

**\*ORGANIZATIONS CANNOT HAVE MORE THAN TWENTY MEMBERS\***

    (2) Outstanding Resource Management Team Award recognizes a specified working group of Army individuals (ad-hoc committee, audit team, special study group, etc.) for significant contributions to Army resource management.  The two award levels are:  1- ACOM, ASCC, DRU Headquarters, and 2- Below ACOM, ASCC, DRU Headquarters.

**<u>A team is defined as a group of at least four, but not exceeding 20, individuals in an existing organization or brought together temporarily to perform a specific task.  If a team exceeds 20 members, the nomination will be disqualified.</u>**

    (3) Outstanding Intern Award recognizes an outstanding individual who has been

in the Career Program 11 Intern Program for a minimum of six months during the fiscal year, and who has contributed significantly to the Comptroller Civilian Career Program. The two award levels are:

> 1- ACOM, ASCC, DRU Headquarters
> 2- Below ACOM, ASCC, DRU Headquarters.

   (4) <u>Resource Management Educator of the Year Award</u> separately recognizes, at any level, both the single most outstanding Army civilian and military instructors in the educating and/or training of resource management personnel.

   (5) <u>Resource Management Author of the Year Award</u> separately recognizes, at any level, both the Army civilian and military author of an article or manuscript published in a periodical judged as outstanding in:

> (a)  Broad applicability to resource management disciplines
> (b)  Treatment of contemporary and timely issues
> (c)  Readability, informative substance, and style

**\*The article or manuscript must be included in this award nomination.\***

   e. **The Neil R. Ginnetti Award** commemorates Neil R. Ginnetti, Principal Deputy OASA (FM&C) and Comptroller Civilian Career Program (CP 11) Functional Chief Representative 1994-2001, who implemented professional development strategic planning to enhance and sustain the financial management core competencies.  This award symbolizes Neil Ginnetti's inspiration, selfless service, mentoring skills, and commitment to growing people.  Mr. Ginnetti's dedication and steadfast support mentoring military and civilian financial management professionals resulted in the initiation and continued success of the Army's premier Resource Management Mentorship Program.  The Neil R. Ginnetti Award recognizes individual meritorious contributions and outstanding accomplishments in support of military or civilian financial management professional development, mentoring, and comptroller career management.

   f. **The LTG (Retired) Jerry L. Sinn Award** commemorates LTG Sinn's stellar United States Army career and outstanding contributions during his tenure as the Military Deputy for Budget to the OASA (FM&C).  The intent of the award is to recognize an innovative, substantive, well-organized financial management project or initiative that addresses alternative funding sources and/or financial efficiencies that reduce current or programmed obligations.  The alternative sources should represent a significantly new or unique funding mechanism supported by current statutory resource guidelines.  The winning project or initiative will exhibit meritorious achievement in securing new funding resources or significantly achieving financial efficiencies in a current or future programmed budget entity.

3. <u>Award Criteria</u>.  Nominations are evaluated on scope and significance; enhancements in audit readiness; improvements to standardization/streamlining of policies, procedures, and systems;  support of financial information; leadership; cost reductions (in dollars

and/or human resources); improvements in timeliness and accuracy of information; and enhanced customer service. Organizations and teams demonstrating highest efficiency and effectiveness in group mission/functions and accomplishments (up to twenty members) will be selected for awards. **No one within a three year period is permitted to repeat as a winner in the same category**.

4. Nomination Procedures.

    a.  Any Army civilian employee or military service member regardless of their organization or command level may submit no more than two nominations through command channels.

    b.  Nominators cannot submit more than one nomination per category.

    c.  In addition, nominators cannot submit one individual for more than one category.

    d.  An organization or team award nomination must be submitted by the group's manager, supervisor, or leader.

    e.  Nominations will be submitted on the Resource Management Awards Program Nomination Form. The Nomination Form consists of two pages (Data and Justification) for Individual and Team Award Nominations and consists of three pages (Data, Supplemental Data, and Justification) for Organization Award Nominations. "Author of the Year" Nominations must have the authored article(s) attached along with information on where it (they) was (were) published.

    f.  Period covered for all nominations is Fiscal Year 2014, October 1, 2013 – September 30, 2014. Suspense date for submission of nominations is 14 November 2014.

    g.  Send signed nominations through command channels to the following address:

> Office of the Assistant Secretary of the Army
> (Financial Management and Comptroller)
> ATTN:  SAFM-PO
> 109 Army Pentagon, Room 3E341
> Washington, DC  20310-0109

    h.  E-mail nominations are sent to:
        usarmy.pentagon.hqda.asa-fm.mbx.proponency-mailbox@mail.mil
        cc:  annette.washington.civ@mail.mil

5. Selection and Announcement Procedures.  Subject Matter Expert (SME) Panels will convene at HQDA in December 2014 to evaluate individual, team, and organization nominations using the award criteria and recommend winners in a specific category applying special focus to criteria requirements. A Capstone Award Panel comprised of the SME Panel chairs and/or other duly designated members will also meet in December

2014 to review the SME Panels' recommendations and identify from among the recommended winners proposed recipients of the Capstone Awards, OASA (FM&C) Civilian Awards, OASA (FM&C) Military Awards, and the FCR Special Award.  The OASA (FM&C) will receive and review the list of all proposed awardees.  The OASA (FM&C) will decide and announce the winners in January 2015, by a written message, to commanders and agency senior resource managers.

6.  Presentation of Awards.  Based on availability of funds, the announced winners will receive recognition at Army Day 2015 by the OASA (FM&C) and accomplishments advertised in a quarterly *Resource Management* publication.

7.  Award Description.

    a.   For each Individual and Capstone Award, the award recipient will receive a certificate with the award recipient name and award category signed by the ASA (FM&C).

    b.   For each team and organization award, each member of the team and organization will receive a certificate signed by the ASA (FM&C).

8.  Questions.  Address questions to the Comptroller Proponency Office, DSN 225-7655 or commercial (703) 695-7655, or email to:
 usarmy.pentagon.hqda-asa-fm.mbx.proponency-mailbox@mail.mil
cc:  annette.washington.civ@mail.mil

9.  Nominations for Other Awards.  Nominators are encouraged to send nominations to other award programs such as the Association of Government Accountants (AGA), website:
http://www.agacgfm.org/membership/awards/  or the American Society of Military Comptrollers (ASMC), website:
http://www.asmconline.org/national-awards-program/national-awards-program/ which is now an online submission and you can search the internet for other award program opportunities.

# NOMINATION FORM PREPARATION GUIDANCE

## 1. Award Category Section.

    a. The **"Individual"** category consists of only one person.

    b. The **"Team"** category consists of at least four personnel but not more than 20 (to include the Team Leader). **In addition, a team is defined as a group of at least four, but not exceeding 20, individuals in an existing organization or brought together temporarily to perform a specific task.**

    c. The **"Organization"** category is an award for one organization, not multiple organizations.

    d. Please use the appropriate form for each category.

    e. Use Times New Roman font, no less than font size 10 for all nominations.

    f. Ensure that the rank/grade/structure is completed on all nomination forms.

## 2. Nominee Data Section.

    a. **Command Level.** Place an **"X"** on the line preceding either "ACOM, ASCC, DRU Headquarters" or "Below ACOM, ASCC, DRU Headquarters," which accurately represents the command level of the nominee whether for an individual, team, or organization. **Identify the Command on the form**.

    b. **Name.** For individual nominations: provide the rank/grade, first name, middle initial and last name of the nominee in that sequence. For team and organization nominations, provide the name of the team or organization. Also provide team members' names (ranks/grades, first names, middle initials, last names) in the spaces provided. For organizations, please provide member names and ranks/grades on the Supplemental Data Form provided. **It is very important that all names are spelled correctly and the way that the award winner would like to see it on his/her plaque---please double check for accuracy.**

    c. **Position Title.** For individual nominations: enter the position title of the nominee. For team and organization nominations, this is not necessary.

    d. **Office Address.** For all categories (i.e., individual, team and organization): provide the official mailing address of the nominee's office to include an office symbol or attention line, a building or number, and street name, city, state, and zip code. For all overseas addresses: provide the APO information.

    e. **Telephone.** For individual nominations: provide the work telephone number of the nominee to include the Defense Switch Network (DSN)/Federal Telecommunications System (FTS) number, area code, and commercial number. For

team or organization nominations: provide the same information for the senior member of the team or organization.

    f.  **Facsimile.**  For individual nominations: provide the nominee's facsimile number to include the DSN/FTS number, area code, and commercial number.  For team or organization nominations: provide the same information for the senior member of the team or organization.

## 3.  Nominator Data Section.

    a.  **Name.**  Provide the rank/grade, first name, middle initial, and last name of the nominator in that sequence.  Additionally, the nominator signs his/her name on the line above the word "***signature***" and enters the date that the nomination was signed.

    b.  **Office Address.**  Enter the official mailing address of the nominator's office to include: office symbol or attention line, building or number, street name, city, state, and zip code.

    c.  **Telephone.**  Provide the work telephone number of the nominator to include: the DSN/FTS number, area code, and commercial number.

    d.  **Facsimile.**  Provide the nominator's facsimile number to include the DSN/FTS number, area code and commercial number.

## 4.  Justification Section.  (Recommended format)

    a.  **Name.**  For individual nominations: provide the rank/grade, first name, middle initial and last name of the nominee in that sequence.  For team and organization nominations: provide the name of the team or organization.

    b.  **Tasking/Responsibilities.**  Briefly state what the tasking was.  Explain who directed the tasking or mission and what the expectations or outcomes were.

    c.  **Accomplishment.**  Describe clearly and concisely the accomplishments achieved.  Comprehensively convey how the task was accomplished.  Show, in specific detail, how the nominee clearly exceeded performance objectives, standards, or expectations, and how the nominee clearly went beyond the scope and magnitude of assigned duties and responsibilities.  Reference to existing formal recognition such as awards, citations, evaluation reports and/or accolades should be provided.  Particularly for team and organization nominations, focus on the overall efficiency and effectiveness which contributed directly to the group exceeding expectations in the accomplishment of assigned mission and functions.  Group results achieved should be expressed in terms of significance of impact on the installation, command, resource management community, HQDA, or the entire Army.

    d.  **Significance.**  Express the results, impact, and/or significance of completing

the tasking.  Results are expressed best in ways such as: savings in funds, manpower, or time.  Results can also be expressed as: increases in productivity, beneficial long-range implications, or having utility/advantage when applied to other resource management activities, agencies, and organizations.  Quantitative data and well-defined projections add substance and force to narrative descriptions and should be used whenever possible. **Avoid using acronyms, abbreviations, and specialized jargon.**

    e.  **Spacing and Proper Grammar/Spelling**.  The spacing for the justification subparagraphs B, C, and D may vary according to how the nomination can best be justified.  The total space used must not exceed a typewritten page 8-1/2" x 11" with margins of one inch on the sides and type font Times New Roman no smaller than 10 points, 12 characters to the inch.  Proper grammar and spelling are expected.

    f.  **Justification must be limited to the space provided.**  Do not attach supporting documentation or additional justification.  It will not be considered during the evaluation process. **Exception:** Author of the Year Nominations **must** have the authored article(s) attached along with information on where it (they) was (were) published.

**5.  Supplemental Data Form for Organization Nominations (if required).**

    a.    **Purpose.**  The supplemental form is used to show additional information not provided on the nomination forms.  It is used to show an organization or installation commander's (if not the nominating official) address and/or the members of a nominated organization.

    b.    **Command Address.**  Include the name, rank, and mailing address of organization or installation commander (if not the nominating official).

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**NOMINATION FORMS**

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Current OASA (FM&C) RM Award Nomination Forms for all categories are available on the ASAFM web site:

http://www.asafm.army.mil/offices/office.aspx?officecode=1800

These nomination forms were created in MS Word as "fillable" documents to facilitate data entry and completion.

# Resource Management Awards Program
# Individual/Team Nomination Form

*Nominations must be by received by 13 November 2014*

**Award Category:** (*Select One*)

☐ Accounting/Finance  ☐ Budgeting  ☐ Resource Mgmt  ☐ Analysis/Evaluation
☐ Cost Analysis  ☐ Auditing  ☐ Intern *  ☐ Author of the Year
☐ Comptroller/Deputy Comptroller  ☐ Education/Training/Career Development
☐ Resource Mgmt/Acquisition  ☐ Cost Savings Initiative
☐ Neil R. Ginnetti Award  ☐ LTG (Retired) Jerry L. Sinn

**(\* Intern/Trainee From: YY/MM/DD _____ To: _____)**

## Nominee Data

**Command Level** (*Must be checked*)  ☐ ACOM, ASCC, DRU Headquarters

☐ Below ACOM, ASCC, DRU Headquarters

**\*\* Command:**
_____

**Name:** _____
     RANK/GRADE          FIRST          M.I.          LAST

**Position/Title:** _____

**Office Address:** (*Include Zip Code or APO/FPO #*)

_____

_____

**Telephone:** _____     **Facsimile:** _____
      DSN/FTS     COMMERCIAL                              DSN/FTS     COMMERCIAL

**E-Mail Address: (Required)** _____

## Nominator Data

**Name:** _____
     RANK/GRADE          FIRST          M.I.          LAST

_____
        Signature                                            Date

**Position/Title:** _____

**Office Address:** (*Include Zip Code or APO/FPO #*)

_____

_____

**Telephone:** _____     **Facsimile:** _____
      DSN/FTS     COMMERCIAL                              DSN/FTS     COMMERCIAL

**E-Mail Address:** _____

## Resource Management Awards Program
## Individual/Team Nomination Form

**Name:**  For individual nominations, provide the rank/grade, first name, middle initial and last name of the nominee in that sequence.  Use Times New Roman font, no less than font size 10.

**Tasking/Responsibilities:**  Briefly state what the tasking was.  Explain who directed the tasking or mission, and what the expectations or outcomes were.

**Accomplishment:**  Describe clearly and concisely the accomplishments achieved.  Comprehensively convey how the task was accomplished.  Show in specific detail, how the nominee clearly exceeded performance objectives standards or expectations, and how the nominee clearly went beyond the scope and magnitude of assigned duties and responsibilities.  Reference to existing formal recognition such as awards, citations, evaluation reports and/or accolades should be provided.  Particularly for team and organization nominations, focus on the overall efficiency and effectiveness which contributed directly to the groups' exceeding expectations in the accomplishment of assigned mission and functions.  Group results achieved should be expressed in terms of significance of impact on the installation, command, resource management community, HQDA, or the entire Army.

**Significance:**  Express the results, impact and/or significance of completing the tasking.  Results are expressed best in ways such as savings in funds, manpower, or time.  They can also be expressed as increases in productivity, as beneficial long-rang implications, and as having utility or advantage when applied to other resource management activities, agencies, and organizations.  Quantitative data and well-defined projections add substance and force to narrative descriptions and should be used whenever possible.  **Avoid using acronyms, abbreviations, and specialized jargon.**